# Recruiting Quick Sheet – Opening a Requisition

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| **Workday steps to open a requisition** |  |
| **Click “Recruiting” icon** | *Located on homepage in Workday.* |
| **Create Job Requisition** |  |
| **Change Supervisory Organization** | *Supervisory organizations:*   * ***CSM****: RSA, RSC* * ***ASM****: RMP, DA, CSM* * ***SM****: ASM, Janitor* |
| **Enter Number of openings & reason** | Enter the number of positions you are trying to fill. |
| **Change target hire date** |  |
| **Enter Job Posting Title** | *Positions should be spelled out. For example, the job positing title should NOT be “RSA” but should be entered as “Retail Sales Associate”.* |
| **Choose the suggested job profile** |  |
| **Enter worker sub-type** | *Retail should always be “Regular”* |
| **Choose part time or full time** |  |
| **Adjust scheduled weekly hours** | *Full time should always be entered as 40.*  *Part time should always be entered as 20.* |
| **Link to the Evergreen Requisition** |  |
| **Assign Roles – Primary Recruiter** | *Add each member of store leadership. Each leader assigned will be able to assist with moving a candidate forward.* |
| **Submit and post both internally and externally** | *Note: Do not enter an end date for the posting. The requisition will close automatically once the number of positions entered are filled.* |
| **Contacts** |  |
| **HR Support**   * [**HRSupport@goodwillaz.org**](mailto:HRSupport@goodwillaz.org) | Request eligibility for prior workers. |
| **Recruiting**   * [**Recruiting@goodwillaz.org**](mailto:Recruiting@goodwillaz.org) | Questions on creating/updating/maintaining a requisition. |
| **Recruiting Operations**   * [**RecruitingOpperations@goodwillaz.org**](mailto:RecruitingOpperations@goodwillaz.org) | Questions regarding background check status. (Please keep in mind that background checks may require up to 10 business days for completion.) |